

**UNITED STATES MARINE CORPS
BACHELOR ENLISTED QUARTERS (BEQ)
CAMPAIGN PLAN**

January 1999

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FOREWORD

We have invested millions of dollars and countless hours of our leaders' time in improving the Quality of Life of Marines living in our Bachelor Enlisted Quarters (BEQ). These facilities are their home and we, as leaders, have a responsibility to provide them with living conditions which allow them to continue to develop as Marines and foster unit integrity.

In ALMAR 106/98 I addressed the need for policies that properly assign our Marines to rooms, articulate visitation procedures, allow responsible alcohol consumption, and establish guidance on proper room decor. This Campaign Plan gives my guidance to standardize these policies throughout the Marine Corps. It also identifies the responsibilities of Headquarters Marine Corps, Installation Commanders, Unit Commanders, and BEQ residents. Only by working together can we ensure that we provide a habitable and professional living environment that will allow us to train and retain the corps of warfighters that will take us into the 21st Century.

I expect Marines at all levels to familiarize themselves with this Campaign Plan, enact the policies contained herein, and use it as a tool to help sustain the discipline, core values, and Quality of Life of our junior Marines.

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EXECUTIVE SUMMARY

INTRODUCTION

The intent of this Campaign Plan is to provide you with a general reference and policy direction regarding Bachelor Enlisted Quarters (BEQ) issues for the United States Marine Corps. Each installation has its own unique attributes; however, the need for consistent, Marine Corps-wide standards is apparent. The plan delineates the relationship between the Senior Operating Force, Installation and Unit Commanders thus fostering good order and discipline, and supporting unit integrity. This Campaign Plan answers the call to improve the quality and habitability of our BEQs, as well as provides a roadmap with a **common** source of reference and policy direction.

This Plan is a force multiplier. By improving the conditions in our BEQs and enforcing consistent standards, we clearly demonstrate our commitment to improve the Quality of Life for our enlisted Marines. Through our execution of this Plan, we attack the enemies of readiness, morale, and retention.

APPROACH

The development of this Campaign Plan began with a review of all pertinent information, to include ALMARs, published CMC guidance and orders, along with numerous bulletins and instructions.

Workshops were held on both coasts to gather input from the senior enlisted leadership of the Marine Corps and the draft document was staffed through the major commands and Headquarters, Marine Corps.

EXECUTION

This document represents the Commandant's intent to provide junior enlisted Marines with quality living quarters that are efficiently managed and provide an atmosphere that fosters professional growth, good order and discipline.

1. PURPOSE

1.1 CAMPAIGN PLAN OBJECTIVE

Policy, guidance and information about living in and managing Marine Bachelor Enlisted Quarters (BEQs) is currently contained in numerous DoD, SECNAV instructions, Marine Corps Orders and local instructions. The general objective of this Campaign Plan is to improve the quality and habitability of our BEQs, foster the development of our Marines, and to provide a roadmap with a **common** source of reference and policy direction for all Marines.

This plan is intended for use by Senior Operating Force, Installation and Unit Commanders, Headquarters, Marine Corps, and the BEQ residents. The plan addresses policies for BEQ management, construction, demolition, and quality of life for BEQ residents. Examples of specific issues include facility requirements determination, unit integrity, BEQ management, geographic bachelors, BEQ staffing, visitation policies, and alcohol consumption.

1.2 DEVELOPMENT METHODOLOGY

To capture input from the BEQ management community and the operating forces, facilitated workshops were held at both Camp Pendleton and Camp Lejeune. The purpose of these workshops was to identify key issues and policy direction to be addressed in the plan. The workshops were an opportunity to get Marine Corps bachelor housing professionals and senior enlisted representatives from the operating forces "thinking outside the box" with regard to some contentious and long standing Marine Corps billeting issues. Meetings were also conducted with enlisted Marine BEQ residents to capture their concerns and desires about life in the BEQ.

1.3 MARINE CORPS BEQ GOALS

Properly housing our bachelor enlisted Marines in a facility that promotes professional development and sustains our core values is essential to maintaining good order and discipline, developing unit cohesion, and improving QOL. We are committed to eliminating inadequate BEQs and providing adequate rooms and furnishings to our bachelor enlisted Marines.

A goal of this plan is to achieve consistency throughout the Marine Corps. Senior Operating Force and Installation Commanders

will develop site specific orders that meet the standards established in this plan. Commanders are authorized to implement orders that are more restrictive than specified in this plan but will not make less restrictive orders. Coordination between the resident, BEQ management, and the Marine Corps chain of command is important to ensure proper living standards are met.

Disclaimer: Implementation of certain sections of this Campaign Plan will trigger certain environmental laws, such as the National Environmental Policy Act, 42 U.S.C. Section 4321 et seq. Commanders will comply with any applicable laws and regulations in a timely and appropriate manner.

2. GENERAL GUIDELINES

2.1 UNIT INTEGRITY AND BEQ MANAGEMENT

Unit integrity and BEQ Management are mutually supportive. The Marine Corps can and must maintain the level of unit integrity necessary to promote team building while optimizing the use of existing BEQ resources. Three important standards that impact on any BEQ management program are:

- Unit Integrity: ALMAR 106/98 recognizes the critical task of team building, the important objective of maintaining unit integrity, and the ethos of the Marine Corps. Unlike the other two standards, however, there are many different ways to define unit integrity. First, one must decide at what level unit integrity will be maintained. For the purposes of the Campaign Plan the unit is defined as the battalion, squadron, or separate company. ALMAR 106/98 addresses Quality of Life (QOL), good order and discipline, and transformation. It specifically states that policies will be established to assign Marines to the same Unit and by assigning them to the same BEQ/floor/room so that unit integrity is maintained. The intent is to build cohesion by keeping Marines from the same battalion or squadron together. Marines will be moved as little as possible, or not at all, during their assignment to a unit.
- The Minimum Standards of Acceptable Space and Privacy: As specified by DoD Manual 4165.63-M and MCO P11000.22, these standards describe, according to rank, how much space, how many roommates, and how many personnel may share a head. These minimum standards for assignment of billeting spaces are well-defined, fixed, numerical limits.
- Utilization Rate: Commanders will strive to maintain maximum practical occupancy of bachelor housing assets, with a minimum goal of 95% utilization of adequate assets without assignment to less than the Minimum Standards of Acceptable Space and Privacy. As specified by MCO P11000.22, this ensures proper utilization of the facilities built for enlisted Marines, and prevents paying for excess construction (through the MILCON program) and for rent (through the BAH program). This standard is also a well-defined, fixed, numerical goal.

An acceptable BEQ management program must meet each of these three standards. In a situation where assets are scarce, there are inventive and resourceful ways to increase the level of unit integrity. Proper matching of units to buildings (e.g., matching similar sized buildings and units, or considering the proximity of BEQs and workplaces), innovative allocation of assets, and the establishment of overflow facilities are just a few of many strategies that can help. Marines will be assigned to BEQs/floors/rooms so that unit integrity is maintained. Units may be required to house Marines in more than one BEQ. Commanders will work together to ensure that the BEQs are located in close proximity. The intent is to build cohesion by keeping Marines together.

The Installation Commander will establish a BEQ management organization under the control of a Director, Bachelor Housing, who will oversee all facility related aspects of BEQ management. These include assignment of units to a facility or facilities, facility related maintenance, and furnishings management. The Director, Bachelor Housing will be a facility management professional whose responsibility will be the operation of the barracks facilities. This will provide the Installation and Unit Commanders with a single point of contact and subject-matter expert for all BEQ related issues. This person will also act as a Special Staff Officer to the Installation Commander concerning BEQ issues with the intent of supporting the Unit Commander in maintaining the good order and discipline, health and comfort of the resident Marines.

For large installations with subcamps or areas, the BEQ Management organization may be set up as a multi-tiered organization. The Director, Bachelor Housing would function at the top tier with appropriate functions decentralized to subordinate staff responsible for each subcamp or area.

The responsibilities of the Director, Bachelor Housing are to:

- Free Unit Commanders from the responsibility of BEQ facility management.
- Optimize utilization of existing BEQ facilities and furnishings.
- Ensure consistent and high quality care of BEQ facilities.
- Provide continuity and stability in the BEQ management.
- Develop and maintain accurate reporting of billeting and available inventory.

- Ensure appropriate Internal Management Control (IMC) of the BEQ program.
- Develop and administer BEQ budget requirements.

Senior Operating Force Commanders, in conjunction with Installation Commanders, will establish policies and orders that reflect the intent of this Campaign Plan. The Unit Commander is responsible for individual assignment to quarters for Marines, maintaining the good order and discipline, health, and comfort of the resident Marines to further standardize and specify conduct at the Unit level.

HQMC (LFF) is responsible for developing policy and guidance for Marine Corps BEQs. HQMC (LFF) will work with the Installation and Unit Commanders to ensure a BEQ management organization is established to execute and be responsible for all matters of facility management and maintenance.

2.2 BARRACKS ASSIGNMENT

The installation's Bachelor Housing Director will assign BEQ facilities to Unit Commanders who will be responsible for room assignments. Installation Commanders and BEQ facility managers serve a crucial role in supporting Unit Commanders in the delivery of the desired QOL for our Marines. They will work aggressively to ensure that the program frees the Unit Commander from facility concerns. The Installation and Unit Commanders will work together to ensure that the BEQs are located in close proximity. The intent is to build cohesion by keeping Marines together.

2.2.1 Assignment Eligibility

The following categories of personnel, listed in order of priority, are authorized to occupy permanent party bachelor housing:

- Military necessity personnel. (Definition: When, in the judgement of the responsible Installation Commander, billeting of an individual is required because of circumstances involving mission accomplishment, contingency operations, training, or maintenance of a disciplined force.)
- Permanent party military bachelor personnel not drawing Basic Allowance for Housing (BAH).
- Permanent change of station (PCS) students unaccompanied by dependents.

- Personnel serving dependents-restricted tours or personnel serving all-other tours of duty in Alaska, and areas outside the U.S.
- PCS permanent party military personnel.

2.2.2 Room Assignment

2.2.2.1 Marine Corps Assignment Goal

The Marine Corps has a goal that provides assignment to barracks at two persons per room for E1-E3, and one per room for NCO's. It is anticipated that this goal can be reached by FY2037. This goal supports the Marine Corps current 2x0 room configured construction standard for BEQs. As sufficient BEQ space is made available, room assignments will be made in accordance with Table 1-1 below, which expresses minimum space to be provided to an individual. If inventory is available once all personnel are adequately assigned then additional space can be allocated. Commanders will determine the best means to assign their Marines to individual spaces but under no circumstances will a NCO share a room with a Lance Corporal or below. All single Marines, Sergeant and below, are required to live on base.

Minimum Assignment Standards for Space & Privacy - GOAL

<u>Rank</u>	<u>Standard</u>
PVT-LCPL	90 Net Square Feet (NSF) per person, no more than 3 per room, bath shared with not more than 3 others.
CPL-SGT	180 NSF per person, private room, bath shared with not more than 1 other.
SSGT- SGTMAJ	270 NSF per person, private room/bath.
<u>NOTES:</u>	
1. These are the <u>minimum</u> standards; <u>additional</u> space may be provided if available.	
2. Net Square Feet is defined as the clear area in the sleeping/living room allocated for an individual's bed, wardrobe/desk, nightstand, and circulation. This excludes lounges, bathrooms/service areas, and general circulation.	
3. NCOs will <u>not</u> be assigned with Lance Corporals and below.	

Table 1-1.

2.2.2.2 Existing Inventory Room Assignment

With the understanding that current infrastructure and funding limitations prohibit the assignment goal from being met at all Marine Corps installations, the room assignments will be made in accordance with Table 1-2 below, which expresses the minimum space to be provided to an individual. If inventory is available once all personnel are adequately assigned then room assignments will be made based upon the standards as stated in Table 1-1 (above). All single Marines, Sergeant and below, are required to live on base.

**Minimum Assignment Standards for Space & Privacy -
EXISTING INVENTORY**

<u>Rank</u>	<u>Standard</u>
PVT-CPL	90 Net Square Feet (NSF) per person, no more than 3 Per room, bath shared with not more than 3 others.
SGT	180 NSF per person, private room, bath shared with not more than 1 other.
SSGT- SGTMAJ	270 NSF per person, private room/bath.
<u>Notes:</u>	
1. These are the <u>minimum</u> standards; <u>additional</u> space may be provided if available.	
2. Net Square Feet is defined as the clear area in the sleeping/living room allocated for an individual's bed, wardrobe/desk, nightstand, and circulation. This excludes lounges, bathrooms/service areas, and general circulation.	
3. NCOs will not be assigned with Lance Corporals and below.	

Table 1-2.

(Reference: MCO P11000.22 and DoD 4165.63-M)

2.2.3 Involuntary Assignment

All bachelor enlisted personnel, Sergeant and below or other service equivalent, are required to live in the BEQ unless they have been authorized BAH (Own Right), regardless of whether the available quarters meet the minimum standards outlined in Table 1-2. Staff Sergeants and above or equivalent may elect to live off-base and receive BAH rather than occupy Government quarters. If sufficient space is not available to house all bonafide

bachelors the senior Marines will be the first ones authorized BAH (Own Right).

2.2.4 Changing Room Assignments

Changing room assignments without the approval of the individual Marine's chain of command is prohibited.

2.2.5 Pregnant Marines

Pregnant Marines with no dependents may reside in the BEQ until delivery. Commanders may authorize a pregnant Marine to occupy off-base housing and be paid BAH (if applicable at the Without Dependents rate) prior to the 20th week of pregnancy. However, from the 20th week forward, the commander will approve such a request without an option. (Reference: MCO 5000.12D)

The intent is to encourage pregnant Marines to arrange for where they will reside after the delivery in either family housing or off-base as early as possible during the pregnancy.

2.2.6 Other Service's Quarters

Marines occupying other Services' quarters will be assigned in accordance with that Service's assignment standard. This applies to Marines assigned to or traveling to an activity controlled by another Service.

2.3 BEQ POLICIES AND GUIDELINES

The responsibility for making Marines and fostering their growth is a round-the-clock effort that is greatly influenced by the way we run our BEQs. The following section clarifies the Commandant's intent with regard to specific QOL issues from the BEQ resident perspective. It provides guidance on topics directly related to maintaining proper decorum, good order and discipline in the BEQs. Local installations have unique attributes; however, ALL local rules and policies will be consistent with the guidance outlined below. Senior Operating Force Commanders in conjunction with Installation Commanders will incorporate appropriate BEQ policies and guidelines listed below into an order that is enforceable under the UCMJ.

It is understood that Training Commands, due to their unique mission, will need to apply stricter standards for their Marines than this plan outlines.

2.3.1 Alcohol

Use of alcoholic beverages on military installations must be consistent with the overriding need for military readiness, discipline, and community safety. Responsible alcohol consumption for those Marines who are of the legal drinking age is permitted in the BEQs. Commanders, however, can and should sanction individual Marines, if their behavior warrants. Marines will be permitted to possess amounts of alcoholic beverages to allow for **sensible** personal consumption. Regardless of the policy of other Services, locations, states or host countries, the minimum drinking age for all Marines is 21 years old.

Alcoholic beverages include distilled spirits, wines, wine-based coolers, and malt beverages.

It is the duty of residents, legally possessing alcohol, to ensure that no underage personnel consume alcohol. Senior Operating Force and Installation Commanders will issue detailed alcoholic beverage control instructions which conform to local laws and they will be commensurate with the Commandant's intent. (Reference: MCO 1700.22C)

2.3.2 Smoking/Tobacco

Smoking is NOT permitted in the BEQs. Common areas in the BEQ will not be designated smoking areas. The Installation Commander will designate outdoor smoking areas which are not located in areas commonly used by nonsmokers and not in the immediate vicinity of supply air intakes or building entry ways/egresses. (Reference: SECNAVINST 5100.13B)

2.3.3 Visitation Procedures

Anyone who is not a resident of a particular BEQ is a visitor to that BEQ. Visitors are NOT personnel on official business (i.e., unit leadership, BEQ Management, maintenance workers, etc.).

BEQ residents will be permitted to host visitors during normal waking hours. Escorts are required to sign their visitors in and out with the appropriate Duty NCO (DNCO). Visitors must be accompanied by their escort at all times. They are not permitted to remain in the BEQ room without their escort being present and will not stay in the room overnight. Escorts will ensure that their visitors obey all unit and installation orders and will be responsible for the actions of their visitor while on board the base. Senior Operating Force and Installation Commanders will develop site specific orders that establish

visitation hours, procedures, and the means of monitoring compliance.

No one under the age of 18 may visit the BEQ, unless a member of their immediate family or a legal guardian escorts them. If the BEQ resident qualifies in one of these categories, they may act as the escort.

Senior Operating Force Commanders, in conjunction with Installation Commanders, will clearly articulate visitation procedures, to include a means of monitoring, by establishing detailed instructions with the intent of generally restricting visitors to the BEQs. Visitation hours are to be set within normal waking hours to avoid conflict with mission accomplishment and with respect to roommate privacy. These rules are to serve two basic purposes:

- To preserve good order and discipline in the BEQ.
- To ensure residents of non-private rooms have certain hours each day that they may sleep, read, etc. without disruption.

2.4 GOVERNMENT-PROVIDED FURNISHINGS

The Marine Corps has adopted a Whole Room Concept with regard to furnishing BEQ rooms. Instead of acquiring items piecemeal, room furniture for permanent party personnel will be procured in packages for a room. This ensures that residents have matching furniture and that furniture is replaced on a regular basis. Our goal is to replace the furniture every 7 years with the first cycle to be completed in FY2002. Government provided furnishings will NOT be removed from the individual's room. BEQ residents have the option of utilizing government-provided rugs, sheets, pillowcases, and bedspreads or comforters) or using personally purchased items.

It is the resident's responsibility to accurately complete the Furnishings Custody Receipt upon check in and check out of the room. Residents and/or their visitors will NOT remove government provided furnishings from the individual rooms or lounge areas.

2.5 BEQ FACILITIES

The following guidelines refer primarily to the physical condition of the BEQs. Coordination among the residents, BEQ

management, and the Unit chain of command is important to ensure proper living standards are met.

2.5.1 In-Room Storage

Effective use of storage space is critical, and often times there is not enough space for each Marine. The Installation should ensure proper storage for military gear and personal items is afforded to each Marine in the barracks. The 2X0 room configured new construction standard will provide a closet for each room occupant in future barracks.

2.5.2 Outside Storage Lockers

Effective use of storage space is critical and where sufficient space for larger items is not available, coordination should be made with the local MWR offices to provide for additional storage lockers and/or bike racks, where needed. These should be placed in centrally located areas for easy accessibility.

2.5.3 CATV/Private Telephones

Cable television (CATV) and private telephones are permitted in the BEQ. Refer to Military HandBook 1036A for inclusion of these items when designing a BEQ new construction project.

2.5.4 Public Telephones

Public telephones must be operational, accessible, and adequately support the BEQ community. The allowance of personal phones in BEQ rooms has decreased the demand for public phones. This condition does not provide an excuse for inadequate numbers of working public phones. Marines and their visitors will take care to avoid damaging public phones in any way. Report non-working phones through the designated installation point of contact.

2.5.5 Building Maintenance

Marines living in the BEQ will report maintenance issues and associated priorities to the BEQ Manager through the unit chain of command.

2.5.6 Self-Help Maintenance

All Marines living in the BEQ are encouraged to conduct minor maintenance in the barracks through use of the local self-help program. The more each Marine contributes towards fixing minor problems, the more time maintenance staffs have to deal with major problems.

2.6 GEOGRAPHIC BACHELORS

Marine members meeting the definition of a geographic bachelor in paragraph 2.6.1 will be given consideration for space available BEQ assignment as outlined in this section. The Marine Corps takes care of housing members depending upon the members' status. Married Marines are either provided military family housing or provided BAH for residing off base. Bonafide bachelors are either provided quarters in the BEQ or provided BAH to reside off base. BEQ requirements are defined and BEQs are built for bonafide bachelors only and BEQ space may not be available for married members who have chosen to live apart from their dependents for personal reasons. "Taking care of our own" is a Marine tradition, and commanders may accommodate geographic bachelors on a space available basis in the BEQ. A geographic bachelor living in the BEQ may have to pay nominal fees as determined by the Installation Commander for services, and may be involuntarily terminated on short notice to make room for a bonafide bachelor. Geographic bachelors must be proactive and contact their future command in advance of arrival to determine BEQ room availability. If a BEQ space is not available upon check in, members will contact the installation Bachelor Housing Director for referral to other programs that can help locate alternative sources of affordable housing. Unit Commanders need to work closely with the Installation Commanders to meet the challenge that geographic bachelor's place on scarce BEQ resources.

2.6.1 Geographic Bachelor Definition

A geographic bachelor is a member that meets all of the following criteria:

- Permanent party assigned to an installation in CONUS or Hawaii.
- Receives BAH at the With Dependents rate, or family resides in military family housing.
- Has PCS orders that allow for the transfer of dependents and transportation of household goods.

A service member who gets married during a tour of duty and is not authorized a household goods shipment or given dislocation allowance to move dependents will be classified as a bonafide bachelor.

2.6.2 Geographic Bachelor Assignment Policy

Geographic bachelors will be provided quarters on a space available basis as installation facilities and funding permit.

In no circumstance will geographic bachelors be provided quarters in bachelor facilities at the expense of bonafide bachelor requirements. Specific guidance regarding geographic bachelor assignment includes:

- Geographic bachelors residing in the BEQ will be given not less than 72 hours and not more than 10 days notice prior to being required to involuntarily vacate their quarters.
- Ordinarily, Commanders will terminate assignment of geographic bachelors with the longest tenure when involuntary terminations are required (First In, First Out). Efforts will be made to accommodate lower paygrade Marines, those Marines near PCS or discharge, or other special considerations appropriate for the local area.
- Geographic bachelors may be assigned quarters at less than the Minimum Assignment Standards for Space and Privacy, and may not necessarily be assigned in the same geographic area as their Unit.

2.6.3 Service Charges for Geographic Bachelors

Geographic bachelors can be assessed nominal fees to help subsidize the utilities, administrative costs of providing services, and cleaning of common areas. The Installation Commander will determine the amount of the fees based on the level of services provided and will operate on a "non-profit" basis similar to non-appropriated funds. The intent is to minimally recoup some of the costs associated with geographic bachelors, and not place undue financial hardship on the members. On some installations, geographic bachelors may obtain optional services such as room cleaning and laundry services for additional fees.

3. GUIDELINES FOR COMMANDERS

3.1 INTRODUCTION

The Commander is responsible for ensuring that assigned facility and/or spaces are properly maintained, and assignment, occupancy and utilization of said space is in accordance with current assignment criteria as stated below. Most importantly, the commander is responsible for maintaining good order and discipline in the BEQ and providing the climate that allows for the personal and professional growth of their Marines.

3.2 BEQ POLICIES AND GUIDELINES

The following section clarifies the Commandant's intent with regard to specific QOL issues from the BEQ resident perspective. It provides guidance on topics directly related to maintaining proper decorum, good order and discipline in the BEQs. Local installations have unique attributes; however, ALL local rules and policies will be consistent with the guidance outlined below. Senior Operating Force Commanders in conjunction with Installation Commanders will incorporate appropriate BEQ policies and guidelines listed below into an order that is enforceable under the UCMJ.

It is understood that Training Commands, due to their unique mission, will need to apply stricter standards for their Marines than this plan outlines.

Commanders will ensure that subordinate leaders play an active, visible role in ensuring that good order and discipline are maintained in the BEQ at all times. This program will include scheduled room inspections, after hour's checks by leaders, and effective utilization of the DNCO. The DNCO must maintain a visible presence in the BEQ and be aware of procedures allowing timely intervention in cases where good order and discipline are breached.

3.2.1 Noise

Courtesy and common sense rule on this issue. Loud noise (which can be heard outside of a room with the door closed) is prohibited. Installation regulations regarding noise discipline will be adhered to at all times. Residents will ask others to respect the noise control standards; and if asked, residents will be cooperative.

In the area outside/adjacent to the BEQ, residents will adhere to established installation noise restrictions.

3.2.2 Security

Basic requirements to be satisfied are that every Marine living in the BEQ can lock his/her door, and have a means of securing items within the room (locking wall lockers, secretaries, etc.). Marines living in BEQ rooms that do not satisfy these requirements will immediately inform the BEQ Manager through their chain of command.

3.2.3 Theft

Theft of personal or government property is against the law, is contrary to our core values, and will NOT be tolerated. Report thefts of personal or government property to the appropriate authority.

3.2.4 Weapons

Firearms, explosives, ammunition, pyrotechnics, and marshal arts weapons are NOT allowed in the BEQs. Possession of other types of weapons shall be governed by local installation policy. Weapons that are legal to possess in the Marine's current country/state of duty may be stored in the unit's armory.

3.2.5 Gambling

Gambling is NOT permitted in the BEQ at any time.

3.2.6 Pets

Pets are NOT allowed in the BEQ, to include any aquariums, terrariums, or caged animals.

3.3 FURNISHINGS AND ROOM DÉCOR

Listed below are guidelines for the use of personally owned furniture and room decor. Whenever possible, input from residents will be considered when purchasing government furniture and recreation gear for sleeping rooms and common areas. Government-provided furnishings guidelines are provided in Chapter 2.

3.3.1 Personally-Owned Furnishings

Residents are permitted to have personally-owned furniture in their BEQ rooms. Residents must receive specific approval from their Commanding Officer prior to introducing the furniture to the BEQ. Commanding Officers will inspect the furniture and

ensure that it is clean, serviceable, professional in appearance, and will not impede the traffic flow of the room. Waterbeds are not allowed in any BEQ.

3.3.2 Personal Electronic Items

Electronic items such as TVs, personal computers (PCs), and stereos are permitted. Common sense will dictate the purchase and storage of these items, depending on the number of roommates, square footage of the room, etc. Commanding Officers will ensure that personal items in non-private rooms do not violate the space allotted to roommates. General guidelines are:

- No satellite dishes anywhere in, on, or around the BEQ.
- TVs are limited to screens of less than 35".
- Stereos and PCs are allowed as long as they can be retained in the Marine's individual living space.
- All personal electronic equipment must comply with installation fire/safety regulations and guidelines.

3.3.3 Personal Appliances

Personal appliances are permitted in a BEQ room, to include microwave ovens, blenders and coffeemakers. These are only permitted when the electrical system is determined by the Installation Commander to be capable of handling the electrical load. Hot plates are NOT permitted. Small refrigerators (no larger than 7 cubic feet) are allowed if a Government provided refrigerator is not present. ALL appliances must comply with installation fire/safety regulations and guidelines.

3.3.4 Room Decorations

Quarters are to be clean, orderly, and professional in appearance. Personal decorations to improve the room interior are permitted.

Marines will refrain from displaying offensive material. Displaying paraphernalia pertaining to extremist groups, drug use, or pornographic material is prohibited. Posters, pictures, and other wall hangings must be framed, and hung only on the wall in an orderly, neat manner.

3.4 BEQ FACILITIES

The following guidelines refer primarily to the physical condition of the BEQs. Coordination among the residents, BEQ

management, and the Marine Corps chain of command is important to ensure proper living standards are met.

3.4.1 Washers/Dryers

A sufficient number of adequate, functioning washers and dryers are to be provided. However, the Marines will use these facilities only for their intended use (personal clothing and uniforms). The washing and/or drying of shoes, combat boots, or 782 gear does not constitute proper usage, and is prohibited.

3.4.2 Lighting

BEQ residents may use their own lamps in BEQ rooms as long as the electrical system can adequately accommodate the lamp and it complies with the requirements for room decorations discussed above.

3.4.3 Parking

On most installations there is not enough parking for BEQ residents. Installation and Unit Commanders must take local constraints, infrastructure attributes, and operational requirements into consideration when devising a systematic, fair parking assignment plan that establishes local policy regarding BEQ parking to include visitor vehicles.

3.4.4 Vehicle Maintenance

Vehicle maintenance will not be conducted outside in the parking area of BEQs. Base auto hobby shops are provided for this use.

3.4.5 Trash Receptacles

Trash receptacles in and around the BEQ are for household trash only. Hazardous waste (oil, oil cans, paint, paint cans, etc.), recyclable material (to include large cardboard boxes), wood, or any object weighing over thirty pounds must be disposed of and/or deposited in accordance with procedures in specially designated receptacles dictated by the Installation Commander.

3.4.6 Cleaning/Field Days

Rooms and common areas will be kept clean and orderly, consistent with the high standards of cleanliness expected of all Marines. Housekeeping tasks to be done:

DAILY:

- Empty trash receptacles
- Sweep decks
- Make racks
- Stow dirty equipment and clothes

- Police call around the BEQ

WEEKLY:

- Mop decks/vacuum carpets
- Dust room
- Clean windows and mirrors
- Clean head and shower
- Clean refrigerator inside and out

In addition, it is each BEQ resident's responsibility to clean up after themselves in the common areas. Residents are expected to apply common courtesy and common sense to all situations relating to BEQ cleanliness and sanitation.

Field Days WILL be conducted on a weekly basis to ensure that health and welfare standards are being achieved. Field Days will include BEQ common areas, in addition to the individual Marine's room.

3.5 COMMANDERS

Commanders are the cornerstone of any Quality of Life program and ensure the living quarters and areas are safe, clean, well maintained, and attractive. Above all, commanders and leaders of all ranks ensure the best Quality of Life is provided by enforcing Marine standards in the area of good order and discipline throughout their BEQs. It is the Commander's responsibility to ensure that BEQs foster an atmosphere conducive to the professional development of our junior Marines, reflects our core values, and sustains the transformation process.

Commanders will meet these objectives through: leaders visiting the barracks during off duty hours to supervise and mentor their subordinates, an aggressive program of scheduled inspections that enforce our high standards, and a proactive interior guard program that handles issues before they escalate into problems.

3.6 THE INTERIOR GUARD

Quality of Life means providing the best for Marines. This includes the best guidance and direction possible. The interior guard must maintain a visible presence and be aware of procedures ensuring timely intervention in cases where good order and discipline are breached. This is particularly critical during weekends, holidays, and when the majority of the

command is deployed or training away from the barracks. Commanders will develop specific SOPs (General and Special Orders) for this program; however, at a minimum these SOPs will include specific directions for the following interior guard members:

3.6.1 The Officer of the Day (OOD)

The Officer of the Day will:

- Be a commissioned officer, warrant officer, or Staff NCO.
- Serve as the direct representative of the Commanding Officer.
- Be responsible for the maintenance of good order and discipline in the Unit during off duty hours.
- Be properly trained to stand this post.
- Guide, mentor, and supervise the subordinate members of the interior guard in the execution of their duties.
- Frequently inspect the barracks to ensure that all policies, especially alcohol and visitor policies, are being obeyed.

3.6.2 The Duty NCO (DNCO)

The Duty NCO fills an important role in the true success of QOL initiatives and the Cohesion and Sustainment phases of Transformation. The DNCO is the most influential member of the interior guard force. The DNCO must take charge of the assigned post and consistently enforce Marine Corps standards in order to maintain a level of professionalism, good order and discipline in the BEQ. The BEQ does not belong to the residents, it belongs to the Commandant who has entrusted his NCOs to lead and develop the Marines who live there. The DNCO will at a minimum:

- Be a Non-Commissioned Officer except in unusual circumstances.
- Maintain good order and discipline in the BEQ by consistently enforcing all Marine Corps and Unit regulations.
- Frequently tour the barracks and resolve minor issues.
- Ensure that all visitors are logged in and out, follow posted guidelines, and submit proper identification.
- Maintain an accurate roster of barracks residents.
- Annotate duty inspections (and frequency of inspections) to be performed.
- Support the key control program.

The Sergeant Major, or senior enlisted representative, will ensure that all NCOs of the appropriate rank share this duty and each BEQ has an assigned DNCO during non-working hours.

4. GUIDELINES FOR INSTALLATION COMMANDERS/BEQ MANAGERS

4.1 INTRODUCTION

The Installation Commander is responsible for the management and operation of the BEQs aboard the installation.

4.2 BEQ POLICIES AND GUIDELINES

The following section clarifies the Commandant's intent with regard to specific QOL issues from the BEQ resident perspective. It provides guidance on topics directly related to maintaining proper decorum, good order and discipline in the BEQs. Local installations have unique attributes; however, ALL local rules and policies will be consistent with the guidance outlined below. Senior Operating Force Commanders in conjunction with Installation Commanders will incorporate appropriate BEQ policies and guidelines listed below into an order that is enforceable under the UCMJ.

It is understood that Training Commands, due to their unique mission, will need to apply stricter standards for their Marines than this plan outlines.

4.3 BEQ FACILITIES

Installation Commanders and BEQ facility managers serve a crucial role in supporting Unit Commanders in the delivery of the desired QOL for our Marines. The following guidelines refer primarily, although not exclusively, to the physical condition and facilities that comprises the BEQ. Coordination among the residents, BEQ management, and the Marine Corps chain of command is important to ensure proper living standards are met.

4.3.1 Washers/Dryers

Marines living in the BEQ should have a sufficient number of adequate, functioning washers and dryers. However, the Marines will use these facilities only for their intended use (personal clothing and uniforms). Washing and/or drying of shoes, combat boots, or 782 gear does not constitute proper usage, and is prohibited.

4.3.2 Parking

On most installations there is not enough parking for BEQ residents. Installation and Unit Commanders must take local

constraints, infrastructure attributes, and operational requirements into consideration when devising a systematic, fair parking assignment plan that establishes local policy regarding BEQ parking to include visitor vehicles.

4.3.3 Vehicle Maintenance

Vehicle maintenance will not be conducted outside in the parking area of BEQs. Base auto hobby shops are provided for this use.

4.3.4 Trash Receptacles

Trash receptacles in and around the BEQ are for household trash only. Hazardous waste (oil, oil cans, paint, paint cans, etc.), recyclable material (to include large cardboard boxes), wood, or any object weighing over thirty pounds must be disposed of and/or deposited in accordance with procedures and/or in specially designated receptacles dictated by the Installation Commander.

4.4 BEQ MAINTENANCE AND CONSTRUCTION

The Installation Commander is responsible for identifying and managing BEQ maintenance and construction projects.

4.4.1 New Construction

BEQ new construction takes the form of Military Construction (MILCON), or minor construction projects. A primary goal of the Marine Corps is to eliminate inadequate room configured BEQs with gang heads by FY2005 through new construction. This will be accomplished by constructing to the Marine Corps 2X0 standard as depicted in Figure 5-1. Guidance for design of the 2x0 standard is contained in Military HandBook 1036A.

The Installation Commander is responsible for ensuring that the deficiencies identified in the BEQ Requirements Worksheet are packaged and forwarded as MILCON projects to HQMC for approval. This MILCON projection reflects the current plan and does not take into account future events (i.e. Congressional action, environmental changes). The Installation Commander may also pursue local minor construction projects, per MCO P11000.5, Facilities Projects Manual.

4.4.2 BEQ Requirements Determination

The Installation Commander is responsible for identifying and managing BEQ maintenance and construction projects, and determining the installation's BEQ requirements by completing the BEQ Requirement Worksheet. This worksheet is a key tool

used by Installation Commanders and HQMC to identify and defend barracks construction and repair requirements. The BEQ Requirement Worksheet identifies requirements to support MILCON projects to eliminate deficiencies. The BEQ Requirement Worksheet is to be completed annually upon receipt from HQMC within the MILCON Planning and Programming Guidance letter or when there has been a significant change in your installation's manning level or barracks inventory. Examples of a significant change are addition or deletion of a Unit from the installation, a catastrophic change to the condition of a barracks building, or demolition of building(s). The BEQ Requirement Worksheet will be provided by HQMC as an electronic spreadsheet. It is critical that the worksheet and all the automatic calculations not be altered at the installation level as each installation's worksheet feeds into the rollup of the Marine Corps-wide requirement. For those bases with subcamps, an electronic worksheet will be provided for each individual subcamp that will rollup into a summary worksheet for the installation. The BEQ Requirement Worksheet, once properly coordinated, must be reviewed by the Director, Bachelor Housing. The Installation Commander will then review and sign the BEQ Requirement Worksheet.

The Installation Commander should document non-permanent party (transient) billeting requirements that occur on a recurring basis to justify the inclusion in the BEQ Requirement Worksheet. Examples of these could include MEU and Composite squadron buildups from other installations and joint service or other federal agency training. These requirements and the justification will be forwarded to HQMC (LFF) for consideration for inclusion in the BEQ Requirement Worksheet.

4.4.3 Real Property Maintenance

Real Property Maintenance (RPM) funding is received via the Installation Commander's operating budget. These funds are for fixing the most urgent maintenance and repair requirements. No portion of these funds are fenced for specific portions of the RPM program. However, the Marine Corps in developing budget estimates assumes that barracks will be maintained as well as any other base facility. It is the Installation Commander's responsibility for maintenance and repair of the barracks. The Installation Commander should additionally pursue major repair funding from HQMC to enable us to meet the goal to eliminate the backlog of barracks repair projects by FY2004. These funds are used for larger repairs projected which bring the physical condition of the barracks up to an acceptable standard.

4.4.4 Demolition

The Marine Corps has a very aggressive Demolition Plan. This includes numerous BEQ facilities, deemed inadequate, Marine Corps-wide. Annually, Installation Commanders provide a list of facilities projected for demolition to HQMC along with a demolition plan. From this list the installations are responsible for development and execution of related facilities projects. We must divest the current inventory of inadequate facilities through demolition and not continue to waste limited maintenance funding.

4.4.5 Diversions/Redesignations of BEQs

Adequate BEQs or portions thereof that are listed in the Real Property Inventory with Category Code 721 will not be redesignated (permanent, category code change) to uses other than billeting without prior written approval from HQMC (LFF).

Adequate BEQs or portions thereof which are listed in the Real Property Inventory with Category Code 721 may be diverted (temporary change) to uses other than billeting by the Installation Commander with written notification to HQMC (LFF). Diversions of Bachelor Enlisted Quarters may not exceed one year, and the diverted spaces will still be reflected as BEQs in the Real Property Inventory. Any extension beyond the one year period will be considered a permanent redesignation and will require prior written approval from HQMC (LFF).

At installations with a deficit in BEQ spaces, no BEQs or portions thereof may be redesignated or diverted to uses other than billeting.

Redesignation requests shall be submitted to HQMC (LFF) in writing and will contain the following information:

- Justification for redesignation.
- The use to which the space will be redesignated.
- Building, room number(s) and number of spaces in each building to be redesignated.
- Effect of the redesignation on the installation's construction program.
- Number of personnel to be relocated as a result of the redesignation, and to what facilities the personnel will be relocated.
- The alternative means, if any, of providing the required space in lieu of redesignating BEQs.

4.5 INFORMATION SYSTEM SUPPORT

All Directors, Bachelor Housing are encouraged to implement the use of an automated information system to support all aspects of BEQ management, to include assignments, maintenance, PSE tracking, budget and administration. This system should support both transient and permanent party billeting.

4.6 BEQ STAFFING

The Director, Bachelor Housing reports to the Installation AC/S for Facilities or the G-4/S-4. The structure and staffing of the BEQ Unit will vary at each Marine Corps installation dependent upon the number of permanent party and transient personnel billeted at the installation and the mission of the installation. The following common core functions are performed in the BEQ organization of any Marine Corps installation:

- BEQ requirements determination
- Logistics/Supply
- Budget development and execution
- Administration
- Computer Support
- Facility functional inspection
- Facility management
- Building and grounds maintenance management and execution

4.6.1 Director, Bachelor Housing

The Director, Bachelor Housing is responsible to the Installation Commander for the entire BEQ organization, including the development of plans, installation policies, programs, administration, operations, staff training and staff development. The Director, Bachelor Housing billet should be filled with a civil service employee (GS 1173 Housing Series) classified at a grade comparable to the position's level of management responsibilities. The other management level billets in the BEQ organization, for both permanent and transient billeting, should be civil service (GS 1173 Housing Series) or non-appropriated fund (NAF NF-1173) employees.

4.7 TRAINING

The Installation Commander will ensure that the Director, Bachelor Housing and all other personnel in the BEQ Management organization are trained for the positions to which they are assigned. The Navy offers two formal training courses that may

be attended by Marine Corps BEQ staff members. These courses include a two-week "F" School called "Bachelor Housing Fundamentals", currently taught by NAVFAC at Navy installations nationwide. This course could also be offered at Marine Corps installations. Installation Commanders may forward requirements for this course to HQMC (LFF) for consolidated Marine Corps input to NAVFAC. The second Navy course is a four-week "C" School (CANTRAC # A-800-0032) called "Bachelor Quarters Management" taught at Lackland AFB in San Antonio, TX six times per year. Installation Commanders may request quotas for this course directly from the Navy quota control coordinator. The point of contact for quotas at these Navy schools is NAVFAC at (703) 325-6859/DSN 221-6859.

5. GUIDELINES FOR HQMC

5.1 INTRODUCTION

Headquarters Marine Corps is responsible for providing acceptable bachelor housing and will afford all eligible personnel well maintained, suitable living environments in coordination with the Installation and Unit Commanders.

5.2 BEQ POLICIES AND GUIDELINES

The following section clarifies the Commandant's Intent with regard to specific QOL issues from the BEQ resident perspective. Local installations have unique attributes, however ALL local rules and policies will be consistent with the guidance outlined below.

5.2.1 Furnishings

Listed below are guidelines for the use of government furniture. Whenever possible, input from residents will be considered when purchasing furniture and recreation gear for sleeping rooms and common areas.

5.2.1.1 Government-Provided Furnishings

The Marine Corps has adopted a Whole Room Concept with regard to furnishing BEQ rooms. Instead of acquiring items piecemeal, room furniture will be procured in packages for a room. This ensures that residents have matching furniture and that furniture is replaced on a regular basis. Our goal is to replace the furniture every 7 years with the first cycle to be completed in FY2002.

5.2.2 BEQ Maintenance and Construction

HQMC (LFF) is responsible for developing the portion of the Program Objective Memorandum (POM) that includes BEQ MILCON and refurbishment. The BEQ Requirements Worksheet will be the key tool to identify and defend barracks construction and repair requirements. HQMC (LFF) will provide each installation with the most current BEQ Requirements Worksheet, at least annually for review and update. HQMC (LFF) will also update, as required, the instructions for completion of the Requirements Worksheet. The Installation Commander is responsible for ensuring that deficiencies identified in the BEQ Requirements Worksheet are packaged and forwarded as MILCON projects to HQMC for approval.

HQMC (LFF) will continue to review installation billeting requirements which are not currently justified for inclusion on the BEQ Requirements Worksheet. Any changes to the criteria used in developing the BEQ Requirements Worksheet will be promptly provided to the installation. If individual installations have unique billeting requirements due to the nature of their mission, HQMC (LFF) will work with that installation to most accurately identify the valid billeting requirement.

HQMC (LFF) will review the BEQ Requirements Worksheet to ensure it accurately reflects actual BEQ requirements. Specifically, the Requirements Worksheet will not attenuate the total number of spaces required by the number of Sergeants and below, forced to live off base because of a lack of adequate on-base housing.

5.2.2.1 Marine Corps BEQ Standard

A primary goal of the Marine Corps is to eliminate inadequate Bachelor Enlisted Housing by FY05 by building and refurbishing to the 2X0 standard as depicted in Figure 5-1. Guidance for design of the 2x0 standard is contained in Military Handbook 1036A.

Now that Marines are starting to live in 2X0 configured BEQs, HQMC (LFF) will collect lessons learned so that the design criteria can be modified, if required. This should include which amenities add value, which cannot be maintained and which are inappropriate for a particular climate or set of residents. Examples of this include ceiling fans, door/window arrangement and key versus keyless entry systems.

2X0 Room Configuration

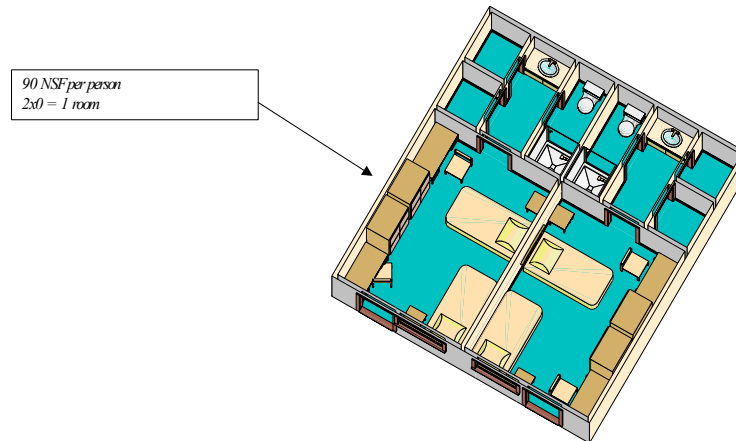


Figure 5-1.

5.2.2.2 Real Property Maintenance

Headquarters has internally fenced funds in order to meet the goal to eliminate the backlog of barracks repair projects by FY2004. Thirty percent of the Headquarters centrally managed RPM program has been set aside for this purpose. These funds are used for larger repair projects in order to bring the physical condition of the barracks building to acceptable standards. We are fully funded in this area based on current repairs identified.

5.2.2.3 Demolition

The Marine Corps has a very aggressive Demolition Plan. This includes numerous BEQ facilities, deemed inadequate, Marine Corps-wide. Annually, Installation Commanders provide a list of facilities projected for demolition to HQMC along with a demolition plan. From this list the installations are responsible for development and execution of related facilities projects. We must divest the current inventory of inadequate facilities through demolition and not continue to waste limited maintenance funding.

5.2.2.4 Diversions/Redesignations of BEQs

Adequate BEQs or portions thereof that are listed in the Real Property Inventory with Category Code 721 will not be redesignated (permanent, category code change) to uses other than billeting without prior written approval from HQMC (LFF).

Adequate BEQs or portions thereof which are listed in the Real Property Inventory with Category Code 721 may be diverted (temporary change) to uses other than billeting by the Installation Commander with written notification to HQMC (LFF). Diversions of Bachelor Enlisted Quarters may not exceed one year, and the diverted spaces will still be reflected as BEQs in the Real Property Inventory. Any extension beyond the one year period will be considered a permanent redesignation and will require prior written approval from HQMC (LFF).

At installations with a deficit in BEQ spaces, no BEQs or portions thereof may be redesignated or diverted to uses other than billeting.

5.3 TRAINING

HQMC (LFF) will promote Marine Corps participation in training courses for BEQ management offered by the Navy. These courses include a two-week "F" School, "Bachelor Housing Fundamentals", taught by NAVFAC on-site at Navy installations nationwide. This course could also be offered at Marine Corps installations. HQMC (LFF) will coordinate Marine Corps requirements for this course to ensure the lead-time requirements for establishing the annual Navy training schedule are met.